

**GENERAL DEFINITION OF WORK:**

Performs responsible skilled technical and clerical work involving the procurement of supplies, material and equipment and the preparation and maintenance of related documents, files and records; does related work as required. Work is performed under regular supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Initiating and coordinating purchase of equipment, supplies, materials and contractual services; entering data into computer; monitoring inventory; preparing and maintaining files and records; researching specifications; soliciting quotations; preparing bid packages; tabulating bid responses.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Initiates/coordinates purchase of various goods/services; ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures.
- Processes requests for purchase orders; reviews for completeness and accuracy of information; researches vendors and price options; verifies/assigns appropriate accounting codes and verifies availability of funds for each item; obtains appropriate managerial signature; processes edits, voids, errors, corrections, or other changes to purchase orders.
- Assigns/issues purchase order numbers; encumbers and posts purchase order data into general ledger; generates reports and balances with general ledger postings; mails/faxes purchase orders to vendors; distributes copies and maintains files.
- Maintains files/records of purchase orders, inventory records, and other purchasing activities; maintains backup documentation; maintains emergency and sole-source purchase order files; follows-up on orders; resolves disputes.
- Solicits quotations from appropriate vendors by telephone or fax for informal bidding process; evaluates quotations, makes recommendations of lowest responsive/responsible bidder, and makes award.
- Coordinates or, assists in coordination of bid process; advertises, publishes and publicly posts Invitation for Bid (IFB) or Request for Proposal (RFP) announcements; assists as alternate point of contact for questions pertaining to bid prior to bid opening; expedites bidder requests through user department; assists/mentors w/staff during pre-bid/pre-proposal conferences, public bid openings and recording bid results on bid tabulation sheets; forwards bid packages and tabulation sheets to users for evaluation.
- Provides administrative support to buyers; attends and assists buyers with public bid openings and mandatory pre-bid conferences; records bids on bid tabulation sheets as results are read aloud by buyer; receives, date-stamps, and logs sealed bid packets.
- Performs contract administration; monitors contract status reports and tracks expiration dates; initiates renewals.
- Maintains and interprets contracts from other public agencies for use by customer/user departments; assists user departments in determination of their requirements to ensure the procurement of the right product and/or service.
- Receives, prepares or completes various forms, reports, correspondence, logs, purchase requests, purchase orders, requests for proposals, invitations for bids, sealed bids, bidders' applications, proposal packets, state/local contracts, purchasing records, product information, catalogs, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Receives and processes incoming and outgoing mail.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of purchasing procedures, methods and practices; general knowledge of standard office procedures, practices and equipment; knowledge of business English, spelling and punctuation; and accounting principles; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to operate a variety of office and data processing equipment; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school, preferably with some accredited community college coursework in purchasing or related field, and some office assistance experience.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. May be required, as need arises, to conduct field visits for projects including but not limited to off-site review of outside properties over potentially uneven terrain, climbing ladders/rooftop or mechanical room inspections, all of which require travel to any and all County and School facility locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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